



User's Guide for the Testing Irregularities Web Application System

Virginia Department of Education
Division of Assessment and Reporting
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Overview

The Testing Irregularities Web Application System was developed by the Virginia Department of Education (VDOE) to provide a more efficient and automated method for submitting and resolving testing irregularities. As you will see, the system collects the same information that is currently required. Many of the fields are available as drop-down menus. The procedure for using the Testing Irregularities Web Application System is as follows:

1. Irregularity occurs
2. STC enters information and submits to DDOT
3. DDOT reviews and resolves locally or submits to VDOE
4. VDOE staff closes irregularity/requests additional information
5. DDOT and STC view resolution
6. DDOT prints or exports irregularities as needed

This User's Guide will provide you with step-by-step instructions for how to access the Testing Irregularities Web Application System to report your testing irregularities. Please keep in mind that not all irregularities need to be reported. If an irregularity involves retesting a student or you are unsure of how to resolve the situation, REPORT the irregularity. However, if procedures have been followed, test security was maintained, and students do NOT need to be retested, you do not need to submit the irregularity to VDOE.

Only include the name of each student involved in an online irregularity that may require students who are in Stopped status to be retested with an alternate form or if students were incorrectly marked complete in the online testing system. Otherwise, please type "NA" in the Student Name/Number field.

Please follow your school division's confidentiality policies in submitting testing irregularities that involve staff members.

Staff members with access to the testing irregularity system should be reminded that testing irregularities are confidential and should not be discussed.

For technical questions about how to use the Testing Irregularities Web Application System and general policy and procedure questions, please contact the Division of Assessment and Reporting (darfax@doe.virginia.gov, 804-225-2102).

For questions regarding a particular irregularity, please contact the staff person listed in the Responded By field of the irregularity by contacting the Division of Assessment and Reporting (804-225-2102).

For additional Test Irregularities Web Application System resources, go to <http://www.doe.virginia.gov/VDOE/Assessment/TestIrregularity/>.

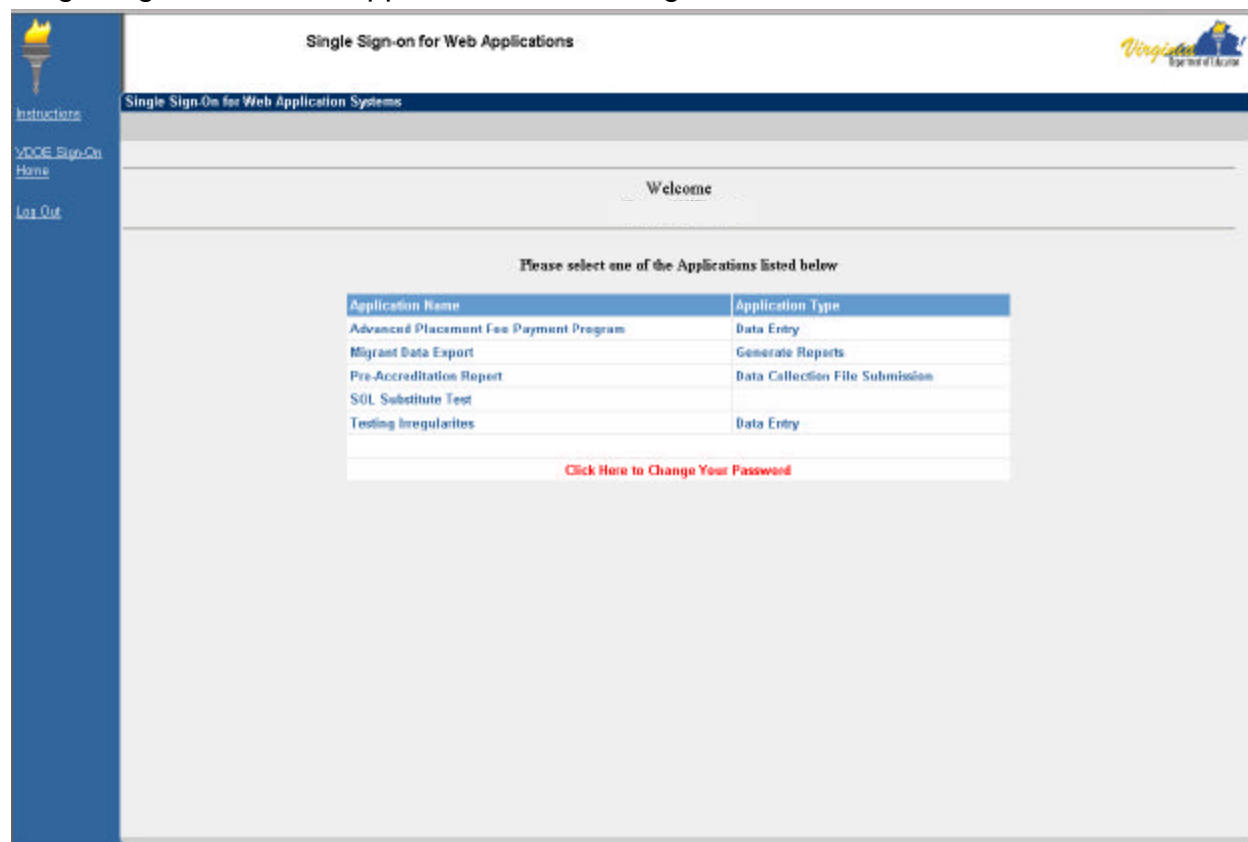
Getting Started

The Testing Irregularities database can be accessed through the Single Sign-on for Web Application Systems (SSWS) provided by the VDOE. The web address for SSWS is as follows:
<https://eb01.vak12ed.edu/ssws>

Access to the Testing Irregularities Web Application System must be given to the Division Directors of Testing (DDOT), School Test Coordinators (STC), and any other appropriate personnel by the Account Manager in your division for the SSWS as directed by the DDOT.

You may already have access to the SSWS for other applications and will need the Account Manager to add the Testing Irregularities Web Application System as an available application. When you have access to several applications, your VDOE Sign-on Home page may look similar to the screen shot below.

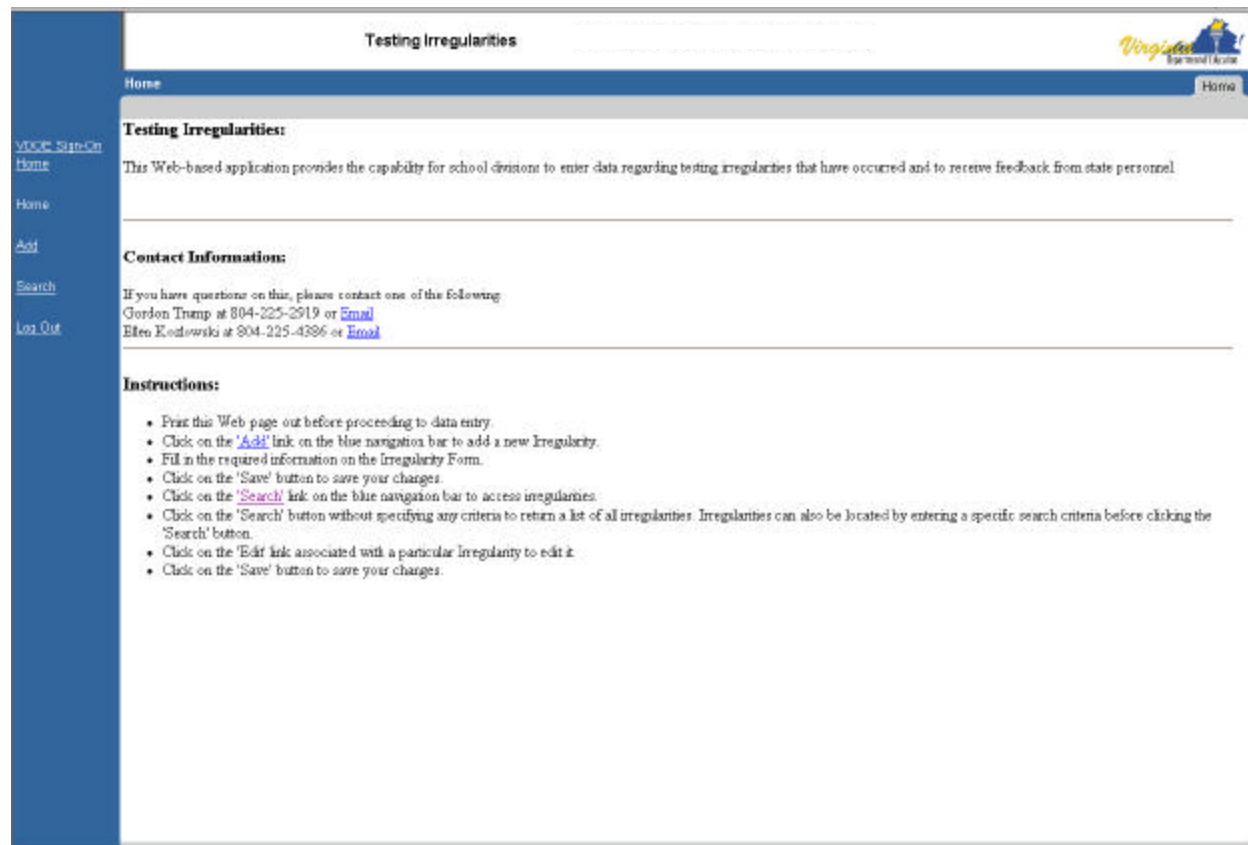
Single Sign-on for Web Applications Home Page



The account manager should be instructed assign Data Entry access for DDOTs at the division level and for STCs at the school level.

After logging in to the SSWS, the Testing Irregularities home page will appear. This page gives you general directions and contact information. It may be helpful to print this page for future reference. The following screen shot displays the home page.

Testing Irregularities Home Page



The blue navigation bar on the left side of the screen indicates the various activities you can perform based on your level of access.

Table 1 -Navigation Bar

Link	Action
VDOE Sign-On Home	Return to the Single Sign-on for Web Application Systems home page
Home	Return to the Testing Irregularities home page
Add	Add a new testing irregularity
Search	Search for an existing testing irregularity
Log Out	Log out of the Single Sign-on for Web Application Systems

Adding an Irregularity

Both STCs and DDOTs are permitted to add testing irregularities into the application. The screen shot below shows the fields that are available on the Add Irregularity screen.

Add Irregularity Screen

The screenshot shows the 'Add Irregularity' screen. The 'Submitted to DDOT' field is a dropdown menu with 'Yes' selected. The 'DDOT Comments' field is a text area. The 'DDOT Action' field is a dropdown menu with 'None' selected. A red box highlights the 'Submitted to DDOT' and 'DDOT Comments' fields. A red arrow points to the 'Submitted to DDOT' field, and a red line points to the 'DDOT Comments' field. Red text annotations indicate: 'Defaults to "No" when irregularity added by STC' for the 'Submitted to DDOT' field, 'Defaults to "Yes" when irregularity added by DDOT' for the 'Submitted to DDOT' field, and 'DDOT only' for the 'DDOT Comments' field.

The tables indicate which fields are required and which fields are automatically populated by the system.

Table 2-Fields Automatically Generated

Fields Automatically Generated	Level of Access
Division Name	STC/DDOT
Created Date	STC/DDOT
IRR No	STC/DDOT
Created By	STC/DDOT
School Name*	STC/DDOT
Alt Form Used	STC/DDOT
Submitted to DDOT Date	STC/DDOT
Action By	DDOT

*The field is automatic for the STC. The DDOT will have a drop-down menu from which to choose the appropriate school.

Table 3-Fields Required

Fields Required	Character Length	Level of Access
Test Admin	—	STC/DDOT
Admin Year (select year in which test administration began)	—	STC/DDOT
Form	—	STC/DDOT
Test Level	—	STC/DDOT
Student Grade	—	STC/DDOT
No. of Students	—	STC/DDOT
SOL Test Area	—	STC/DDOT
Online Test	—	STC/DDOT
Test Type	—	STC/DDOT
Test Session Name (required only if Online Test="Yes")	50	STC/DDOT
Student Names/Numbers (type "NA" if name not provided)*	500	STC/DDOT
Description	4000	STC/DDOT
Submitted to DDOT	—	STC/DDOT
DDOT Comments	4000	DDOT
DDOT Action (see description below)	—	DDOT

*Student names are required for online irregularities involving students who are in Stopped status and need to be retested with an alternate form or if students were incorrectly marked complete in the online testing system. Otherwise, type "NA".)

Steps For Adding An Irregularity

To add a testing irregularity, follow these steps:

1. Click on the *Add* link on the blue navigation bar.
2. Fill in the required information on the Add Irregularity screen. NOTE: All fields in the Required Fields table above must be completed.
3. Select "Yes" in the Submitted to DDOT field if all information is accurate and complete. If more information needs to be collected, do not select "Yes" in the Submitted to DDOT field.
4. Click on the *Save* button to save your changes.
5. Click *OK* on the verification screen.

Once an irregularity is added or submitted to the DDOT, a blank Add Irregularity screen will appear. To view the irregularity, use the Search link (see Searching for an Irregularity). When viewing the testing irregularity, the alternate form number appears on the screen. If providing a paper/pencil test, the DDOT may check the divisions' inventory to be sure a test booklet is available.

Note

No action should be taken unless the irregularity has been resolved by the DDOT or closed by the VDOE.

DDOT Action

The DDOT may choose from the following options in the DDOT Action drop-down menu:

- "Resolved by DDOT"
- "Submitted to DOE"

The DDOT has the opportunity to resolve the testing irregularity without the input from VDOE. However, any testing irregularity involving an alternate form must be submitted to the VDOE for approval. The VDOE will not be able to view any testing irregularities unless the DDOT has selected "Submitted to DOE" in the

DDOT Action field. For more information about approving and submitting testing irregularities, see [Editing an Irregularity](#).

VDOE will no longer routinely add testing irregularities to the database. Therefore, it is imperative that the STC or DDOT add the irregularity. Please indicate in the DDOT Comments section if you would like to be contacted by VDOE to discuss the irregularity further before additional action is taken.

Searching for an Irregularity

STCs and DDOTs may search for irregularities within the designated school or division identified by the User Name. Therefore, a STC may only view irregularities associated with the school and a DDOT may view all irregularities in the division.

Irregularities may be searched on the following fields: IRR No, Year, Test Admin, and Status. All of the irregularities within a school or division may be viewed if no search criteria are selected.

Search Irregularities Screen

The screenshot shows the 'Search Irregularities' screen. On the left is a blue navigation bar with links: Home, Add, Search, and Log Out. The main area is titled 'Testing Irregularities' and contains a search form. The form has the following fields: 'IRR No:' (text input), 'Year:' (dropdown menu), 'Test Admin:' (dropdown menu), 'School Name:' (dropdown menu, highlighted with a red box and a red arrow pointing to it with the text 'DDOT only'), and 'Status:' (dropdown menu). Below these fields are three buttons: 'Search', 'Clear', and 'Export'. The top right corner of the page features a 'Virginia' logo and a 'Sign Out' link.

Steps For Searching Irregularities

To search for a testing irregularity, follow these steps:

1. Click on the *Search* link on the blue navigation bar.
2. Select the search criteria from the fields available. To return a list of all testing irregularities, do not specify any criteria.
3. Click on the *Search* button.


Sorting Testing Irregularities

After clicking the *Search* button in step 3, a list of testing irregularities will appear on the screen matching the search criteria selected on the Search Irregularity screen (see Search Results Screen below). The irregularities will automatically be sorted in the following order:


- STC sort order
 - Added, Submitted to DDOT, Submitted to DOE, Response by DOE, Resolved by DDOT, Closed by DOE
- DDOT sort order
 - Submitted to DDOT, Added, Response by DOE, Submitted to DOE, Resolved by DDOT, Closed by DOE

The testing irregularities may also be sorted by clicking on any column header in the list.

Search Results Screen



Testing Irregularities



Search Irregularities

IRR No:

Year:

Test Admin:

School Name:

Status:

IRR No	Year	Test Admin	Division	School Name	Student Names	Test Level	Test	Created On	Status	Action
75	2004	Regular FALL testing session		NORTH ELEM		Assessments for End-of-Course competency	English: Reading/Literature and Research	13-OCT-2004	Submitted to DDOT	EDIT VIEW
79	2004	Regular FALL testing session		NORTH ELEM		Assessments for End-of-Course competency	English: Reading/Literature and Research	13-OCT-2004	Submitted to DDOT	EDIT VIEW
80	2004	Regular FALL testing session		NORTH ELEM		Assessments for End-of-Course competency	English: Reading/Literature and Research	13-OCT-2004	Submitted to DDOT	EDIT VIEW
69	2004	Regular FALL testing session		NORTH ELEM		Assessments for End-of-Course competency	English: Reading/Literature and Research	12-OCT-2004	Submitted to DDOT	EDIT VIEW
70	2004	Regular FALL testing session		NORTH ELEM		Assessments for End-of-Course competency	English: Reading/Literature and Research	12-OCT-2004	Submitted to DDOT	EDIT VIEW
71	2004	Regular FALL testing session		NORTH ELEM		Assessments for End-of-Course competency	English: Reading/Literature and Research	12-OCT-2004	Submitted to DDOT	EDIT VIEW
67	2004	Regular FALL testing session		NORTH ELEM		Assessments for 8th grade competency	English: Reading/Literature and Research	08-OCT-2004	Submitted to DDOT	EDIT VIEW
7	2004	Regular FALL		NORTH ELEM		Assessments for End-	English: Reading/Literature and Research	08-FEB-	Submitted to	EDIT

Testing Irregularities Status

The testing irregularities listed will have various words/phrases in the Status column. The status of the irregularities will determine the action to be taken. The following table defines the different statuses.

Table 4-Testing Irregularity Status

Status	Email Notification	Description	Next Step	Visible By
Added	—	A new irregularity has been added by STC or DDOT	When irregularity is complete and accurate, submit to DDOT	STC (View/Edit) DDOT (View/Edit)
Submitted to DDOT*	Sent to DDOT	An irregularity has been added and submitted to DDOT for review	DDOT must review irregularity and decide to resolve locally or submit to VDOE	STC (View only) DDOT (View/Edit)
Resolved by DDOT	—	DDOT has resolved irregularity locally	STC reviews and follows resolution provided by DDOT	STC (View only) DDOT (View/Edit)
Submitted to DOE	—	DDOT has submitted irregularity to VDOE for resolution	VDOE reviews and determines if more information is needed or resolves irregularity	STC (View only) DDOT (View only) VDOE (View/Edit)
Response by DOE*	Sent to DDOT	VDOE has requested more information from division	DDOT provides additional information to VDOE	STC (View only) DDOT (View/Edit) VDOE (View/Edit)
Closed by DOE*	Sent to DDOT	VDOE has resolved and closed irregularity	Division proceeds based on resolution provided	STC (View only) DDOT (View only) VDOE (View/Edit)

While irregularities that have been added and resolved locally are not visible by VDOE, they reside in the application on the VDOE server. Therefore, the information provided in the irregularities may be subject to Freedom of Information Act requests submitted to VDOE.

An email notification will be sent to the DDOT under the following situations:

- The STC has submitted an irregularity to the DDOT.
- The VDOE has responded to the irregularity requesting additional information.
- The VDOE has closed an irregularity.

The notification will be sent to the email address provided by your division in the School Administration Data Collection. Below is a sample of the email notification the DDOT will receive.

Sample Email Notification

Testing Irregularity #<irregnum> having a status of "<status>" requires your attention.

Please go to <https://eb02.vak12ed.edu/ssws> and log in to the Single Sign-On for Web Systems application.

After logging in, click on "Testing Irregularities". Click on the "Search" link and enter <irregnum> in the IRR No. field. Press the Search Button.

For more information regarding the Testing Irregularities Web Application System, please refer to the User's Guide

(<http://www.doe.virginia.gov/VDOE/Assessment/TestIrregularity/TestIrregUserGuide.pdf>) or contact the Division of Assessment and Reporting (804-225-2102), darfax@doe.virginia.gov).

DO NOT REPLY to this e-mail message.

Editing an Irregularity

An irregularity will need to be edited any time it requires a response or needs to be corrected or updated. The following scenarios would require using the edit function:

- The STC needs to add more information to an irregularity and submit it to the DDOT.
- The DDOT needs to add comments to an irregularity and select an action.
- The DDOT needs to update or correct information on an irregularity before submitting it to the VDOE.
- The DDOT needs to respond to an irregularity that requires additional information.

In the event an irregularity needs additional or corrected information, STCs and DDOTs may edit an irregularity under certain situations. Refer to Table 4-Testing Irregularity Status, for a complete list of the actions available for each irregularity status.

A DDOT may change the status of an irregularity by selecting "No" in the Submitted To DDOT field. This would allow the STC to enter additional information if needed. In addition, the VDOE may change the status of an irregularity by selecting "None" in the DDOT Action field to allow the DDOT to change or update information.

Edit Irregularity Screen

The screenshot shows the 'Edit Irregularity' screen with the following fields and values:

- Division Name:** Regular FALL testing session
- Created Date:** 13-OCT-2004
- IRR No:** 75
- Admin Year:** 2014
- Created By:** stc
- School Name:** NORTH ELEM (290)
- Form:** 1K-03T
- Test Level:** Assessments for End-of-Course competency
- Alt Form Used:** 1K-08P
- Grade:** Grade 11
- No. Of Students:** 1
- SOL Test Area:** English Reading/Literature and Research
- Online Test:** No
- Test Type:** Regular
- Test Session Name:**
- Student Names/Numbers:** Any
- Description:** Test
- Submitted to DDOT:** Yes
- Submitted to DDOT Date:** 07-FEB-2005
- DDOT Comments:** (Red box highlights this field)
- DDOT Action:** None (Red box highlights this field)
- VDOE Response:** None
- Closed:** No
- Response By:** None

A red box highlights the 'DDOT Comments' and 'DDOT Action' fields. A red arrow points to the 'DDOT Comments' field with the text 'DDOT only'.

Steps For Editing Irregularities

1. Click on the *Search* link on the blue navigation bar.
2. Select the search criteria from the fields available. To return a list of all testing irregularities, do not specify any criteria.
3. Click on the *Search* button.
4. From the Search Irregularities list, click on the *Edit* link in the Action column for the irregularity you wish to edit. The *Edit* link will only appear if you have the authority to edit the irregularity (see Table 4-Testing Irregularity Status).
5. Make any necessary changes.
6. Click on the *Save* button to save your changes.

Viewing And Printing An Irregularity

When an irregularity has been resolved locally by the DDOT or closed by the VDOE, it will be necessary to view the irregularity to determine the resolution. In some instances, you may also want to print the irregularity.

Steps For Viewing Irregularities

1. Click on the *Search* link on the blue navigation bar.
2. Select the search criteria from the fields available. To return a list of all testing irregularities, do not specify any criteria.
3. Click on the *Search* button.
4. From the Search Irregularities list, click on the *View* link in the Action column for the irregularity you wish to view.

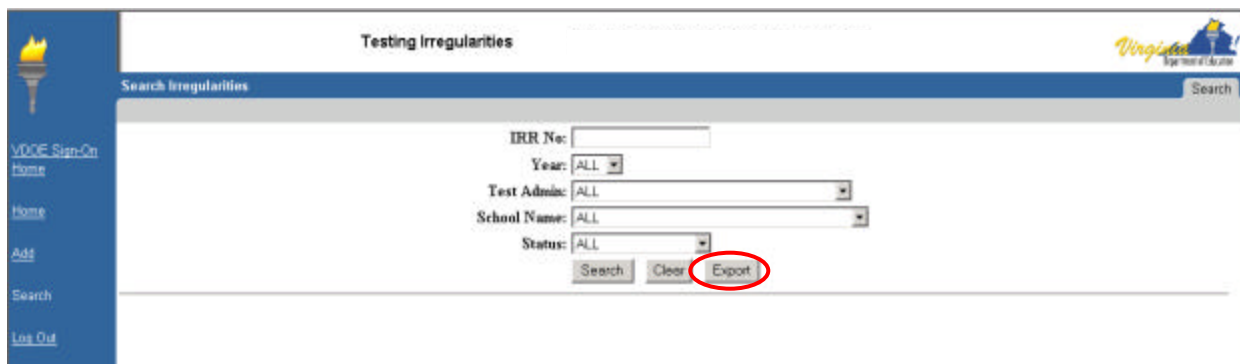
Steps For Printing Irregularities

1. Click on the *Search* link on the blue navigation bar.
2. Select the search criteria from the fields available. To return a list of all testing irregularities, do not specify any criteria.
3. Click on the *Search* button.
4. From the Search Irregularities list, click on the *View* link in the Action column for the irregularity you wish to print.
5. Click on the *Print* button at the bottom of the page.

Exporting Irregularities

At any time, the irregularities may be exported and saved electronically. The irregularities exported will reflect the search criteria entered in the fields on the Search Irregularities screen. For example, if you have a list of irregularities with the status "Submitted to DOE", only those irregularities would be exported.

Search Irregularities Screen



Irregularities may be exported as a Microsoft® Excel (.xls) file or a comma separated value (.csv) file.

Export Format Screen



Steps For Exporting Irregularities

1. Click on the *Search* link on the blue navigation bar.
2. Select the search criteria from the fields available. To return a list of all testing irregularities, do not specify any criteria.
3. Click on the *Export* button.
4. Click on the file format desired (Excel, CSV).
5. Save the file after it has been generated.
6. Click *Back* to return to the Search Irregularities screen.